

WACTE - Data Administrator Committee Constitution/Bylaws

Adopted: January 24th 2018

Article I Name

The Washington Association of Colleges for Teacher Education Data Administrator Committee

Article II Purpose

The purpose and role of the Data Administrator Group is to facilitate communication supporting processes in which we as DAs are responsible to our programs/institutions in response to PESB or other organizations in meeting PESB data collection, management and reporting requirements and requests. Specifically, DAs as a group will:

- Facilitate a process and the defined role of Data Administrators serving as PESB's point of contact within each program for the PESB annual data collections and reporting work.
- Support Data Administrators in their role as a liaison between PESB and program data governance regarding the annual data collections and reporting.
- Engage as Data Group representatives when requested by our programs/institutions and PESB.
- Active participation in DA/PESB TA meetings/webinars, WACTE meetings and other meetings/communications with the intent to improve program data collection, data management, program evaluation and reporting. Work closely with our deans/chairs and other program officers in support of WACTE's goals.
- Review and discuss program level questions and concerns regarding PESB data collection (uploading), data manual, data guidance and reporting, and provide feedback and guidance to our program/institution administrators as well as PESB staff.
- Collectively address PESB Board Members and staff through the process of public comments when questions and concerns arise or when feedback is warranted.

Article III Membership and Voting

Section 1. Executive Committee Officer Election: The Associate Director will be elected each year. Term of service will be two years. After the first year the Associate Director will become the Director.

- Officer elections will be conducted online following the Spring Data Summit. See online election requirements Section 3.

Section 2. Bylaw Changes and other Voting Situations: Votes will be conducted online to allow for remote participation and ensure every institution's access to have voice. Online voting forums will be open for 14 days and should be completed within 30 days of the meeting.

Section 3. Online election rules: These rules shall apply to the election of officers and for changes to the bylaws.

- Online elections will be accomplished via survey tool

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- Election forum will be open for 14 days
- One vote per institution
- Invitations to vote will be distributed via the DA contact list.
- Simple majority constitutes an election.
- Minimum of 15 institutions constitutes a quorum for election.
- Director will facilitate online tool elections

Section 4. Election Timing: Recurring elections will happen at or following the spring WACTE Data Summit/DA meeting. Bylaw changes will go into effect following the vote, new officers will start in the fall.

Section 5. Nominating Representative: One member of the DA group will serve as nominating representative. This is a volunteer/appointed position.

- Duties: In consultation with the Director, the nominating representative will recruit a list of potential candidates and present them for the spring election.
- Efforts will be made to maintain balanced executive committee perspectives. Seek potential candidates from public, private, small, and large programs based on who is the incoming director's demographic.

Article IV Executive Committee Officers

Section 1. The officers of the Committee shall consist of a Director and Associate Director

Section 2. Director - The Director shall:

Set WACTE DA Meeting quarterly agendas

- Lead WACTE DA quarterly meetings
- Report out during WACTE meeting highlights about the DA meeting
- Act as part of the nominating committee
- Consult with nominating representative on potential Associate Director candidates
- Serve as WACTE representative
- Attend WACTE Board Meetings
- Coordinate with WACTE DA Liaison
- DA representation with PESB staff and board
 - Attend PESB meetings in locale
 - Coordinate DA representation at PESB Meetings not in locale
 - Develop relationship with board members to serve as guide with respect to data and indicator questions
 - Prepare DA public comment at PESB meeting when necessary about data collections requests
 - Partner with PESB for April meeting (data summit?) to assess new data collection requests from PESB
- Train incoming Associate Director
 - Introduce to external bodies (PESB, WACTE, ERDC, OFM)

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- Review current DA group processes and tools

Section 3. Associate Director - The Associate Director shall:

- Manage DA filing system (currently on Google Drives)
- Record meeting minutes at WACTE DA meetings
 - Post meeting minutes to DA forum
 - Updating contact information in Google Drive
- Adding DAs to Google Drive
- Circulate public comments to DAs for feedback, edits, and signature when in agreement
- Partner with Director for reviewing and giving feed on meeting agendas
- Partner with Director for representation on external meetings
- Welcoming and connecting new Data Administrators to the group

Section 4. Officers will be active during Fall through Spring

- Primary meetings and duties fall within the nine-month academic year
- Limited availability during the summer may be necessary

Article V Bylaws

The DA group shall adopt bylaws consistent with Constitution/Bylaws as required for the conduct of its affairs. Leadership structure will be assessed annually at the Fall WACTE DA meeting for optimal functionality.

Section 1. Proposed changes in the bylaws: DA's may submit requested changes in writing to any member of the Executive Committee at least thirty (30) days prior to the annual meeting, or; may be proposed through action originating in the Executive Committee.

Section 2. The Associate Director shall be responsible for printing any proposed bylaws or amendment(s) initiated in accordance with Section 1 of this Article, and for submitting them to the registered members for consideration at the annual business meeting, and making copies available at least 14 days prior to the business meeting.

Section 3. Proposed Bylaws shall be circulated at least thirty (30) days prior to the annual business meeting and at the annual business meeting by the Associate Director.

Section 4. Proposed changes to the bylaws shall become effective at the end of the spring WACTE DA business meeting at which approved by appropriate majority. See Article III for membership and voting rules.

Article VI Amendments

This Constitution may be amended at the Spring WACTE DA business meeting.

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- Section 1.** Proposed amendments to this Constitution: may be submitted to any member of the Executive Committee by a member of this Association in writing at least thirty (30) days prior to the annual meeting, or; may originate through actions in the Executive Committee.
- Section 2.** Proposed amendments shall be circulated at least (30) days prior to the Spring WACTE business meeting by the Associate Director.
- Section 3.** Proposed changes to this Constitution conforming with Sections 1-3 of this Article shall become effective at the end of the Spring WACTE business meeting and adhere to the same voting rules as electing board officers in above sections.